

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief of Logistics

DATE: 23 July 1953

FROM : Deputy Chief, Supply Division

SUBJECT: Weekly Activity Report

1. GENERAL:

25X1A6a

a. Depot: (continued item)

(1) A Table of Organization, complete with job functional statements, has been prepared for the operation of the depot. With the consolidation of warehouses, certain functions duplicated under the previous dual warehousing set-up have naturally been united. Such others as the surveillance, reclamation and preservation, security and safety functions have been improved over previous efforts. This T.O. will be forwarded to the Administrative Staff for review and appropriate action by 24 July.

(2) The lack of interior partitions at the depot in certain storage areas is hampering restorage and layout of binnable items of a sensitive and highly pilferable nature. This condition greatly reduces effective stock control and issue operations. This is one phase of additional construction work now under study which is essential to the operation of the depot.

b. Supply Training: (continued item)

Nothing new to report.

c. Supply Economy Program: (continued item)

(1) From reports of the BSO's, the amount of expendable office supplies returned to stock is tapering off somewhat, but the number of non-expendable pieces of equipment and supplies is remaining firm over the past three weeks. An estimated value of \$31,185 in stocks of office supplies and equipment have been turned in to the various building supply rooms, since the launching of the program.

2. PROJECTS AND STUDIES IN PROCESS:a. Stock Numbers for New Electronic Items: (continued item)

No change.

b. Cross Index Supplement to the Agency Catalog: (continued item)

No change.

c. Flex-O-Print Catalog: (new item)

(1) Following the publication of the Agency catalog, which was prepared on available Agency equipment, immediate research was instituted to determine a more effective type system of identification of items which would benefit the user of the catalog and which in turn would strengthen the operation of the Agency supply system as a whole. It was recognized that the Agency catalog had a number of severe limitations which would restrict its use and acceptance by various elements of the Agency. Among the most significant limitations were the lack of photographic displays and the inflexibility of format description of the items.

(2) After a thorough review of existing catalog systems employed by industry, as well as Department of Defense elements, it was determined that the Flex-O-Print system developed by [REDACTED] would best serve the interests of the Agency from economical as well as effectiveness standpoints. 25X1A5a1

(3) Accordingly, a request will be prepared for submittal to the Comptroller for approval of the expenditure of funds to institute the Flex-O-Print catalog system. It has been estimated that \$20,000 will be required for installation costs and necessary equipment. Yearly operating costs are expected not to exceed \$10,000. The catalog will require the full time services of a trained typist and steps are being taken to convert a clerk-typist position in the division to one more properly in line with the operation of the catalog system.

3. OTHER ITEMS OF INTEREST:

a. Supply Regulations: (continued item)

Nothing new to report

b. Field Supply Handbook: (continued item)

Nothing new to report



~~SECRET~~  
Security Information

d. Security Force. [REDACTED] Depot: (new and completed item)

On 18 July, the activation of 24 hours security force by GSA guards was placed into effect. The security force consists of nine (9) guards under the supervision of [REDACTED]. The [REDACTED] burglar alarm system was discontinued accordingly.

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4. SPECIAL PROBLEMS:

None

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5. MAJOR OBJECTIVES:

No change over that previously reported in Weekly Activity Report of 9 July 1953.



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LO/SD:DWW:mt (23 July 1953)

Distribution:

1 - Supply